

NOTICE NO.
LN 25-100-3

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TRAINING
20 August 1956

SUBJECT: Self-Development of Logistics Employees Through
Training and Education

1. It is the policy of this Office to encourage self-development of its employees through the media of enrollment in courses at local colleges and universities, and through reserve officer training or correspondence courses offered by the military services.
2. Such training, often taken on the employee's own time and at his own expense, may well contribute additional skills which would be of value in considering him for future assignments, either within his own Career Service or elsewhere in the Agency.
3. It is requested that all training and education completed by an employee on his own time and at his own expense, which might contribute to his career development in the Agency, be reported to the Office of Logistics Training Officer. This information will be incorporated with other information regarding training taken within the Agency or at Agency expense, and will be made a part of his official file.
4. Military training completed, either through active duty service or through correspondence courses, should also be reported where applicable to the employee's present or prospective duty assignments in the Agency.

FOR THE DIRECTOR OF LOGISTICS:

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OL/AS/P&T :mel

Chief, Administrative Staff

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